

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 1/15/2020	PREPARED BY: Kevin Scott, Liz Cupples
MEETING DATE REQUESTED: 1/28/2020	PRESENTED BY: Kevin Scott, Liz Cupples
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Brought Before the Board: Time needed:
SUBJECT: Dissolution of Information Services petty cash fund	
FISCAL IMPACT: No impact. Return of \$200 to Treasurers' BARS number 38900011.	
BACKGROUND: <p>This fund was originally created in 1996 with Resolution # 96-349 in the amount of \$100 for the purpose of purchasing supplies from local dealers with whom the County did not have accounts with and for shipping expenses. In 1997, this fund was increased to \$400 with Resolution # 97-107. In 2009, this fund was decreased to \$200 with Resolution #2009-113.</p> <p>Due to the implementation of purchasing cards, Information Services no longer has the need to maintain a petty cash fund for miscellaneous purchases.</p>	
RECOMMENDATION: <p>Information Services recommends approval of dissolution of our petty cash fund (101350) and to return funds to Treasurers' BARS Number 38900011.</p>	
COORDINATION: <p>Information Services: Liz Cupples and Kevin Scott.</p>	
ATTACHMENTS: <p>Resolution Resolutions 96-349, 97-107, 2009-113</p>	
HANDLING / ROUTING: <p>Original – Commissioners' Office Electronic Copies – Information Services</p>	

I certify the above information is accurate and complete.

Liz Cupples, Asst. Director Name, Title

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

DISSOLUTION OF PETTY CASH FUND MANAGED BY INFORMATION SERVICES

WHEREAS, Franklin County Resolution 96-349 authorized establishment of a petty cash fund in the amount of \$100.00 for the Franklin County Information Services Department; and

WHEREAS, Franklin County Resolution 97-107 increased the petty cash fund to the amount of \$400; and

WHEREAS, Franklin County Resolution 2009 113 reduced the Petty Cash Fund from \$400 to \$200; and

WHEREAS, the Information Services department no longer has the need to maintain a petty cash fund previously used for miscellaneous purchases now which are being made by purchasing cards; and

WHEREAS, the Washington State Auditor's Office requires the legislative body to authorize any increase or decrease to petty cash accounts;

NOW, THEREFORE, BE IT RESOLVED, the Franklin County Board of Commissioners hereby authorizes the dissolution of the petty cash fund held in the Information Services Department by depositing \$200.00 with Franklin County Treasurer's Office into the Non-Departmental (Fund # 700) using the non-revenue BARS number 38900011.

APPROVED this ____ day of January 2020.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Member

Attest:

Clerk to the Board

FRANKLIN COUNTY

RESOLUTION NO: 96-349

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

RE: AUTHORIZATION FOR PETTY CASH FUND IN THE INFORMATION SERVICES DEPARTMENT

WHEREAS, the Director for the Franklin County Information Services Department has requested this Board to establish a petty cash fund for their office for the purchase of supplies from local dealers with whom the County does not have an account, and shipping expenses;

WHEREAS, it has been requested and the Board believes it appropriate that such petty cash fund be established in the amount of One Hundred (\$100.00) dollars; and

WHEREAS, it is appropriate that the Administrative Secretary for the Information Services Department be the custodian of said fund.

NOW, THEREFORE, a petty cash fund in the amount of One Hundred (\$100.00) is hereby authorized in the Franklin County Information Services Department. The custodian of said fund shall be the Administrative Secretary for the Information Services Department.

BE IT FURTHER RESOLVED, the Treasurer of Franklin County is hereby authorized to issue a warrant in the sum of One Hundred (\$100.00) against 1996 Current Expense Budget #350 Line Item 42.3 to establish said account.

BE IT FURTHER RESOLVED, reimbursement of said petty cash fund shall be from the appropriate line item within Current Expense Budget #350.

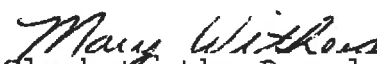
APPROVED AND DATED this 30th day of September, 1996.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON


Frank H. Brock, Chair


Sue Miller, Member

Attest:


Mary Wilkins
Clerk of the Board


Neva J. Cozkrum, Member

originals: Auditor
Minutes
Information Services Dept.

cc: Accounting Department
Transfer Notebook
County Administrator
Treasurers Office

FRANKLIN COUNTY

RESOLUTION NO: 97-1097

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

RE: AUTHORIZATION FOR PETTY CASH FUND INCREASE FOR THE INFORMATION SERVICES DEPARTMENT

WHEREAS, the Director for the Franklin County Information Services Department has requested this Board to increase the petty cash fund for their office for the purchase of supplies from dealers with whom the County does not have an account, and shipping expenses;

WHEREAS, it has been requested and the Board believes it appropriate that such petty cash fund be increased to the amount of Four Hundred (\$400.00) dollars; and

WHEREAS, it is appropriate that the Administrative Secretary for the Information Services Department be the custodian of said fund.

NOW, THEREFORE, a petty cash fund in the amount of Four Hundred (\$400.00) is hereby authorized in the Franklin County Information Services Department. The custodian of said fund shall be the Administrative Secretary for the Information Services Department.

BE IT FURTHER RESOLVED, the Treasurer of Franklin County is hereby authorized to issue a warrant in the sum of Three Hundred (\$300.00) against 1997 Current Expense Budget #350 Line Item 49.4 to bring established account to said amount.

BE IT FURTHER RESOLVED, reimbursement of said petty cash fund shall be from the appropriate line item within Current Expense Budget #350.

APPROVED AND DATED this 12th day of February, 1997.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Sue Miller
Sue Miller, Chair

Frank A. Brock
Frank Brock, Member

Attest:

May Withers
Clerk to the Board

absent
Neva J. Corkrum, Member

originals: Auditor
Minutes
Information Services Dept.

cc: Accounting Department
Transfer Notebook
County Administrator
Treasurers Office

FRANKLIN COUNTY RESOLUTION NO. 2009 113

BEFORE THE BOARD OF COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

RE: AUTHORIZING THE REDUCTION IN THE PETTY CASH FUND FOR THE INFORMATION SERVICES DEPARTMENT FROM \$400 TO \$200

WHEREAS, Franklin County Resolution 96-349 authorized establishment of a Petty Cash Fund in the amount of \$100.00 for the Franklin County Information Services Department, utilizing funds from the 42.3 line item (Scan); and

WHEREAS, Franklin County Resolution 97-107 increased the Petty Cash Fund to the amount of \$400, utilizing funds from the 49.4 line item (Non-Departmental Data Processing); and

WHEREAS, the Administrative Secretary for the Information Services Department is the custodian of said fund and requests authorization to reduce the petty cash fund from \$400 to \$200; and

WHEREAS, in light of County budget constraints, the funds will not be reimbursed to the expenditure line item 518.80.49.0004 (Non-Departmental Data Processing) in the 2009 Current Expense Information Services Budget, Number 001-000-350; and


WHEREAS, said cash will be deposited with the Treasurer's Office utilizing BARS 369.90 (Other Misc. Revenue); and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County;

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners hereby authorizes the reduction in the Petty Cash Fund for the Information Services Department from \$400 to \$200 and authorizes the Franklin County Treasurer to deposit cash in the amount of \$200 into the 2009 Current Expense Information Services Budget, Number 001-000-350, utilizing BARS 369.90 (Other Miscellaneous Revenue).

APPROVED this 23rd day of March 2009.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**



Rick Miller, Chair



Robert E. Koch, Chair Pro Tem



Brad Peck, Member

Attest:



Clerk to the Board

Originals: Auditor
Information Services

cc: Accounting Department
Treasurer